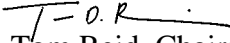




Date: January 31, 2005

To: Federal Executive Board Members

From: 
Tom Reid, Chairman, Federal Executive Board

Subject: Solicitation for the FEB Leadership Associates Program "*Class of 2006*"

The Greater Los Angeles Federal Executive Board is pleased to request candidates for the 9th year of the FEB Leadership Associates Program. This developmental opportunity is designed to build a cadre of professionals with broad skills for the future. A detailed description of the program's components is attached.

Target participants are high-potential employees GS-9 through GS-12. Associates continue in their current positions while participating in the program for one year. Approximately 10 percent of their time will be devoted to the program. The ideal candidate is an employee, who works independently, is interested in professional and personal growth, is a team player, and is capable of creating rewarding experiences. Each agency is limited to no more than three employees. I encourage you to enroll your most talented employees by **April 22, 2005** by using the attached application form.

The cost for the program is \$750.00 per person, which covers the program elements outlined in the attached FEB Leadership Associates Overview. The FEB Leadership Associates Program represents an economical means of developing skilled future leaders. The first 25 participants who provide a completed application package will be accepted for the 2005-2006 program year. The program will start in mid June 2005 and will finish in May of 2006. Any associated costs, such as local travel, parking, attendance at FEB Programs and/or training not developed specifically for the Leadership Associates will be borne by the nominating organization.

I encourage you to support the FEB Leadership Associates Program. Federal executives who have enrolled employees in this program have found it to be a useful retention tool. The Associates have reported that the curriculum has helped them become a more effective employee. If you have questions regarding the program, please contact Kathrene Hansen, FEB Executive Director at (562) 980-3445 or Kathrene.Hansen@dhs.gov.

FEB LEADERSHIP ASSOCIATES PROGRAM

Class of 2006 Program Elements

Leadership Practices Inventory: The LPI is a highly valid and reliable instrument that presents and measures a set of behaviors that both experienced and prospective leaders can use to turn challenging opportunities into remarkable successes. Based upon the philosophy that leadership is everyone's business, the instrument surfaces information on the following five practices:

1. Challenging the Process
2. Inspiring a Shared Vision
3. Enabling Others to Act
4. Modeling the Way
5. Encouraging the Heart

Participants will learn to see themselves as others see them, identify leadership strengths and opportunities for improvement, make plans for continuing leadership development and learn a process for making professional development a self-improvement journey.

Individual Development Plan: All participants are required to prepare an Individual Development Plan identifying all program elements, the interviews, shadowing, and details. All associates are encouraged to schedule additional training based on the needs identified by their Leadership Practices Inventory.

Executive Interviews: The participant will interview two to four senior federal executives to identify the skills necessary for successful managers. These interviews will also give the associates an opportunity to meet and talk with managers that they might not ordinarily encounter.

Executive Shadowing: The participant will shadow a senior level manager for a mutually acceptable time. The shadowing will offer the associate an opportunity to observe the manager's style, identify necessary skills, and discuss with the manager the various duties and responsibilities of the position.

Training: The following training sessions will be provided and are included in the enrollment fee. Attendance at 70% of them is required. (*Curriculum may be adjusted based on class needs and current course evaluations*)

- Orientation Session/Program Expectations/IDP Development Training (½ day) (*Supervisors invited to attend*)
- How to Select a Mentor (½ day)
- Overview of the Federal Government in the Greater L.A. Area (1 day)
- The Power of Your Network—Partnering, Influencing and Networking Skills (½ day)
- Situational/Transformational Leadership Course & Leadership Practices Inventory (2 days)
- Media Training (½ day)
- Effective Writing Skills/Stress Management/Time Management/Presentation Skills/Interview Skills (1 or 2 days) (*Associates to select topic*)
- 6 Additional ½ day training sessions on leadership topics (*to be determined*)

Class of 2006 Program Elements

Page Two

Attendance at the orientation session to be held in June is required. This session will include a presentation on the FEB's role in the Los Angeles community, discussion of Associate's program expectations and curriculum modification if needed, a review of the program requirements, and assistance with IDP development.

FEB Participation: The associate will be invited to attend the Annual Board of Director's Strategic Planning Meeting, quarterly Board of Directors meetings, and will be invited to all FEB programs and activities held throughout the year. This participation will enhance the effectiveness of the board and provide the associates with an understanding of the interaction between various federal, state, and local agencies.

Class or Individual Project: The associates will select, plan, and present or implement a project based on the FEB Strategic Plan. The Associates gain experience in teamwork, planning, presentation, logistics, and resource management through managing the project. The project will be selected from those presented at the orientation session.

Mentoring: Participants will be guided through the process of identifying a mentor and training will be conducted by career development professionals to assist the Leadership Associates in identifying, defining and developing mentor relationships.

Detail(s): *Optional.* The associate may elect two 15-day details or one 30-day detail in an office other than their office of record. These details offer the associate exposure to other agencies' policies and procedures and/or an opportunity to explore another career series. These details are at the discretion of the Associate's supervisor.

FEB Leadership Associates Application

Applicant's Name: _____

Title & Grade: _____

Agency: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

In making this selection, the nominating official and the Leadership Associate acknowledge that the applicant will spend approximately 10 percent of his/her work time with the Greater Los Angeles FEB Leadership Associates Program. The nominating agency will pay the \$750.00 fee at the time of application and may be expected to support supplemental professional development activities throughout the program's duration.

(If a micro-purchase credit card is used for payment, please complete the attached form)

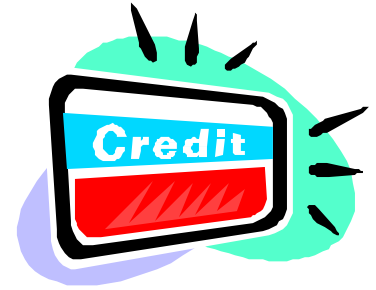
Signature of Applicant **Date**

Signature of Supervisor **Date**

Signature of Agency Head **Date**

Copy of completed application, applicant's resume' and payment is due to the FEB no later than **April 22, 2005.**

**The Greater Los Angeles Federal Executive Board
501 W. Ocean Boulevard, Suite 3200
Long Beach, CA 90802
(562) 980-3445 Fax: (562) 980-3448**



FEB Payment Procedures

Credit Card Payments Master Card or Visa

LA FEB TAX EIN NUMBER: 33-0819324 TAX EXEMPT - Federal Government
Fax this completed form to the FEB Office: FAX (562) 980-3448

Date: _____
Organization: _____
Address: _____

Organization Contact Person: _____
Phone: _____ FAX: _____
Organization Tax ID Number: _____
Full name as it appears on the Card: _____
Billing Address (*If different from above): _____

Approving Signature: _____
Total Amount: \$ _____ Credit Card: ☐ Master Card ☐ VISA Card

Credit Card No. _____

Expiration Date: _____

Purpose of Payment *(Attach documentation if available and list each participants name):*

Name(s) of Associate(s) that this payment
covers: _____

